

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

February 1, 2017

**Reference No.: FY 17-06**

**Position Title:** Intern  
**Location:** Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY  
**Salary Range:** \$15 to \$21 per hour  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled  
*Expected Start Date: ASAP*

---

**Position Overview:** Are you interested in creating interactive experiences through web sites, mobile apps, kiosks and other digital platforms? Do you want to work in an interactive learning center, creating museum-style exhibits, and educational content? The Second Circuit Library seeks a creative, energetic, detail-oriented intern to join our research and information services team. The intern should be able to work with a team and have excellent customer service skills.

**Required Qualifications:** The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience designing exhibits using graphic, vector, and audiovisual media, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 15 hours per week from Monday through Friday, 8:30 AM – 5:00 PM. More than one position may be filled.

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The applicant(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

**TO APPLY:** Please submit a cover letter and resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Intern, Reference No. FY 17-06. Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**